

Program A: Management and Finance

Program Authorization: R.S. 36:406 (A),(B),and (C)

PROGRAM DESCRIPTION

The mission of the Office of Management and Finance is to provide effective support services in an efficient, expeditious and professional manner to all budget units within Public Safety Services.

The goals of the Office of Management and Finance are:

1. Provide, promote and/or accelerate the use of technology to improve efficiency and effectiveness of information and communication services.
2. Improve the quality of Public Safety Services Human Resource assets through training, recognition, development programs, and safety.
3. Initiate and/or streamline management functions to achieve exemplary results in areas of internal operations, cost efficiency, and service delivery.

The Management and Finance Program is composed of the following activities (organizationally expressed as sections): Human Resources Management, Operational Support, Information Services and Communications, Controller, Budget, and Internal Audit.

The Human Resources Management Section provides comprehensive human resources programs for all budget units within Public Safety Services. This includes: personnel records management, position classification, pay administration, recruitment, selection and placement, promotional activities, grievance/disciplinary procedures, performance evaluation, employee orientation and training, employee benefits counseling, affirmative action/equal employment opportunity, supervisory/management counseling, preparing reports and studies, manpower planning, development of personnel policies and procedures, departmental liaison with the Department of State Civil Service, and general employee counseling.

The Operational Support Section is comprised of Administrative, Purchasing, Building and Grounds, and the DPS Cafeteria.

The Administrative Unit is responsible for the physical property inventory of seven budget units and property control management of all department property transactions; Safety, which monitors and trains the department personnel in the State Loss Prevention program; and the mail and messenger services provided to all Public Safety Services facilities.

The Purchasing Unit is responsible for directing, planning, and coordinating administrative functions relating to: procurement of all goods, services, materials, and equipment necessary for the statewide operation of the department; inventory and supply management of all goods and materials stored in the central supply warehouse; and the management of all department receiving.

The Building and Grounds Unit functions as a support service to the Department of Public Safety by administration of all construction, maintenance, and housekeeping activities for the department. These activities include upkeep and renovations to all facilities, relocation and moving offices, and demolition of facilities. Facilities includes two large physical plant locations in Baton Rouge, State Police troop offices, State Police regional offices, the ATAP bombing range, the State Police gun range, the Hazardous Material Training Facility, motor vehicle offices, and the State Fire Marshal offices.

The DPS Cafeteria is an ancillary appropriation, appearing in schedule 21-810.

The Information Services and Communications Section provides the data processing functions and communications functions for Public Safety Services. This includes furnishing systems development, programming and hardware operations to service the various users within the Department of Public Safety and Corrections and law enforcement agencies throughout the state. In addition, training in hardware and software areas is provided for all users.

The Controller Section is responsible for all deposits of receipts as well as payment for bills; supplemental payments to municipal police, firemen, constables, and justices of the peace; issuance of payroll checks; and maintenance of records and reporting to local, state, and federal authorities.

The Budget Section directs, coordinates, and administers budget development, implementation and control.

The Internal Audit Section independently audits the respective budget units, which includes the development of the internal audit plan and internal audit program. Activities include audit of financial documents, accounting records, reports, inventories, electronic data processing systems and other financial information relative to verify compliance with established policies, procedures, laws and regulations.

OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2001-2002. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator

values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

The success of this program is reflected in the success of the other programs in the Department of Public Safety and Corrections, Public Safety Services. Performance information consistent with this program's strategic plan and with the statewide model for administration/support service programs will be reported next year. For the FY 2001-2002 budget development cycle, the following performance information is reported.

1. (KEY) Through the Support Services activity, to successfully pass 100% of the State Loss Prevention Audit.

Strategic Link: This objective relates to Strategy II.1.2: *To maintain a safe and violence-free workplace by implementing and maintaining policies and to provide on-going training to assure a safe working environment.*

Louisiana: Vision 2020 Link: Not applicable

Children's Cabinet Link: Not applicable

Other Link(s): Not applicable

Explanatory Note: The Office of Risk Management requires state agencies to be audited annually in compliance with the state Loss Prevention Program. Agencies who do not pass 100% of the audit can be assessed a 5% increase in their risk management premiums. Those agencies who pass the audit realize a savings in current year risk management premiums.

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD	ACTUAL YEAREND PERFORMANCE	ACT 11 PERFORMANCE STANDARD	EXISTING PERFORMANCE STANDARD	AT CONTINUATION BUDGET LEVEL	AT RECOMMENDED BUDGET LEVEL
		FY 1999-2000	FY 1999-2000	FY 2000-2001	FY 2000-2001	FY 2001-2002	FY 2001-2002
K	Percentage of State Loss Prevention Audit passed	Not applicable ¹	Not applicable ¹	100%	100%	100%	100%
K	Savings departmentwide from successful completion of the State Loss Prevention Audit	Not applicable ¹	Not applicable ¹	\$383,974	\$383,974	\$383,974	\$341,462 ^{2,3}

¹ This was a new performance indicator for FY 2000-2001. It did not appear under Act 10 of 1999 and has no FY 1999-2000 performance standard. The Risk Management Loss Prevention Program was not in effect in FY 1999-2000 so there is no actual figure for that fiscal year.

² Premiums for Public Safety services as of 01/04/01 for FY 2001-2002 were calculated at \$6,829,249. According to the Office of Risk Management, if the department passes the State Loss Prevention Audit, a 5% savings would occur totaling \$341,462.

³ Due to the loss of four vacancies in the Attrition reduction, the Departmental Safety Coordinator could be transferred to another position to cover mission critical areas within OMF. The safety education responsibilities and training would have to be absorbed by existing personnel within each budget unit. These changes could have an impact on the percentage of the State Loss Prevention audit passed/failed and as a result would eliminate any savings the Department would be able to realize.

2. (KEY) Through the Internal Audit activity, to conduct 156 internal and compliance audits and maintain the percentage of deficiencies corrected at 94%.

Strategic Link: This operational objective partially accomplishes Strategic Objective III.4: To enhance the internal audit function to reduce audit exceptions and to comply with requirements by June 20, 2003.

Louisiana: Vision 2020 Link: Not applicable

Children's Cabinet Link: Not applicable

Other Link(s): Not applicable

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND	ACTUAL	ACT 11	EXISTING	AT	AT
		PERFORMANCE	YEAREND	PERFORMANCE	PERFORMANCE	CONTINUATION	RECOMMENDED
		STANDARD FY 1999-2000	PERFORMANCE FY 1999-2000	STANDARD FY 2000-2001	STANDARD FY 2000-2001	BUDGET LEVEL FY 2001-2002	BUDGET LEVEL FY 2001-2002
K	Number of internal and compliance audits performed	184	195	210	148 ¹	266 ²	156 ²
K	Number of deficiencies identified	330	327	346	236 ¹	403 ²	252 ²
K	Percentage of deficiencies corrected	94%	95%	96%	94% ¹	94%	94%

¹ The FY 2000-2001 for this performance indicator was reduced by a BA-7 approved in November 2000 as part of an amendment package to realign department resources and minimize layoffs resulting from mandated personnel reductions.

² An agency continuation budget request (CB 7-3) was not funded in the Executive Budget. Therefore, the recommended budget level performance value was adjusted downward from continuation level.

3. (SUPPORTING) Through the Controller activity, to flag 25% of licenses of individuals writing NSF checks for suspension and to place 25% of businesses writing NSF checks on the certified funds only list.

Strategic Link: This objective is a mechanism in accomplishing Strategic Objective III.6: To reduce the number of delinquencies by 30% and maximize the accuracy of collection and re-deposit rate up to 80-90% by June 30, 2003.

Louisiana: Vision 2020 Link: Not applicable

Children's Cabinet Link: Not applicable

Other Link(s): Not applicable

Explanatory Note: In FY 1999-2000, the Office of Management and Finance (OMF) reported performance information on number of checks returned (3,263), number of multiple check offenders (200), and percentage of monies collected after first NSF notification letter (65%). Indicators related to NSF checks were discontinued for FY 2000-2001. For FY 2001-2002, the OMF has developed a set of performance information, including both standard indicators and general performance information, to measure the agency's activities related to collection of funds owed to the state.

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
S	Percentage of notification letters mailed to individuals writing NSF checks ¹	Not applicable ¹	Not applicable	Not applicable ¹	100% ¹	100%	25% ^{4,5}
S	Percentages of licenses flagged ^{1,2}	Not applicable ¹	Not applicable	Not applicable ¹	100% ¹	100%	25% ^{4,5}
S	Percentage of businesses placed on certified funds only list ^{1,3}	Not applicable ¹	Not applicable	Not applicable ¹	100% ¹	100%	25% ^{4,5}
S	Percentage of OMV offices provided direct access to NSF database	Not applicable ¹	Not applicable	Not applicable ¹	100% ¹	100%	25% ^{4,5}
S	Percentage of NSF checks entered into the NSF database	Not applicable ¹	Not applicable	Not applicable ¹	100% ¹	100%	25% ^{4,5}

¹ These is a new performance indicator for FY 2001-2002. It did not appear under Act 10 of 1999 or Act 11 of 2000 and has no performance standards for FY 1999-2000 and FY 2000-2001. The value shown for existing performance standard is an estimate of yearend performance, not a performance standard.

² This indicator represents the percentage of licenses subject to suspension which were actually flagged.

³ Businesses are placed on certified funds only list after receipt of three NSF checks.

- ⁴ An agency continuation budget request (CB 7-1) was not funded in the Executive Budget. Therefore, the Controller Section will have to use current resources to manage the NSF check database. This will be accomplished by pulling personnel from other assignments. The department cannot guarantee 100% as the performance level for these indicators. As a result of using current personnel, other activities conducted by the controller, such as deposits, bank reconciliations and disbursements, could be delayed while NSF checks are being processed and added to the database.
- ⁵ With the elimination of four vacancies as a result of the Attrition reduction, the personnel currently being assigned to the NSF check database will be reassigned to fill more critical positions such as bank reconciliations, disbursements, and deposits.

GENERAL PERFORMANCE INFORMATION: NON-SUFFICIENT FUNDS (NSF) CHECK ACTIVITY					
PERFORMANCE INDICATOR	PRIOR YEAR ACTUAL FY 1995-96	PRIOR YEAR ACTUAL FY 1996-97	PRIOR YEAR ACTUAL FY 1997-98	PRIOR YEAR ACTUAL FY 1998-99	PRIOR YEAR ACTUAL FY 1999-00
Number of NSF checks received	Not available ¹	Not available ¹	Not available ¹	Not available ¹	3,263
Percentage of total number of checks returned as NSF	Not available ¹	Not available ¹	Not available ¹	Not available ¹	Not available ¹
Number of NSF pre-suspension notification letters mailed to individuals	0 ²	0 ²	0 ²	0 ²	0 ²
Number of vehicle registrations suspended	0 ²	0 ²	0 ²	0 ²	0 ²
Number of drivers licenses suspended	0 ²	0 ²	0 ²	0 ²	0 ²

¹ Data were not collected for these years. The department has created a database to track NSF checks. Information for the past years was entered into the database, however, the data was not delineated by year. Hard data will be available beginning FY 2000-2001 and this GPI table will be maintained in subsequent years.

² Pre-suspension notification letters/vehicle registration suspensions/drivers license suspensions for these fiscal years have occurred during the current fiscal year (2000-2001) as a result of implementation of new department procedures.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1999- 2000	ACT 11 2000 - 2001	EXISTING 2000 - 2001	CONTINUATION 2001 - 2002	RECOMMENDED 2001 - 2002	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$0	\$0	\$599,568	\$0	\$0
STATE GENERAL FUND BY:						
Interagency Transfers	6,034,512	6,257,987	6,257,987	6,010,897	6,257,987	0
Fees & Self-gen. Revenues	20,902,983	22,311,416	22,251,561	22,205,660	21,995,290	(256,271)
Statutory Dedications	2,879,550	2,879,550	2,879,550	2,879,550	2,879,550	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	<u>\$29,817,045</u>	<u>\$31,448,953</u>	<u>\$31,389,098</u>	<u>\$31,695,675</u>	<u>\$31,132,827</u>	<u>(\$256,271)</u>
EXPENDITURES & REQUEST:						
Salaries	\$8,768,104	\$8,825,116	\$8,687,831	\$8,660,456	\$8,493,743	(\$194,088)
Other Compensation	256,685	118,926	157,926	157,926	157,926	0
Related Benefits	1,588,985	1,594,335	1,632,765	1,657,267	1,657,267	24,502
Total Operating Expenses	17,555,496	19,730,749	19,730,749	20,311,414	19,674,306	(56,443)
Professional Services	109,376	49,500	49,500	50,490	49,500	0
Total Other Charges	737,320	976,827	976,827	810,122	1,052,085	75,258
Total Acq. & Major Repairs	801,079	153,500	153,500	48,000	48,000	(105,500)
TOTAL EXPENDITURES AND REQUEST	<u>\$29,817,045</u>	<u>\$31,448,953</u>	<u>\$31,389,098</u>	<u>\$31,695,675</u>	<u>\$31,132,827</u>	<u>(\$256,271)</u>
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	231	222	215	215	211	(4)
Unclassified	1	1	1	1	1	0
TOTAL	<u>232</u>	<u>223</u>	<u>216</u>	<u>216</u>	<u>212</u>	<u>(4)</u>

SOURCE OF FUNDING

This program is funded with Interagency Transfers, Fees and Self-generated Revenues, and Statutory Dedications. The Interagency Transfers are from the Department of Corrections and other agencies within Public Safety for data processing and various other services provided by the office. The Fees and Self-generated Revenues are derived from the sale of data base information, insurance recovery, the statewide communications system, commission earned from pay telephones, law enforcement network charges and fees generated by the Office of Motor Vehicles. The Statutory Dedications are derived from video draw poker and riverboat gaming. (Per R.S. 39:32B.(8), see table below for a listing of expenditures out of each statutory dedicated fund.)

	ACTUAL 1999 - 2000	ACT 11 2000 - 2001	EXISTING 2000 - 2001	CONTINUATION 2001 - 2002	RECOMMENDED 2001 - 2002	RECOMMENDED OVER/(UNDER) EXISTING
Riverboat Gaming Enforcement Fund	\$1,006,423	\$1,006,423	\$1,006,423	\$1,006,423	\$1,006,423	\$0
Video Draw Poker Device Fund	\$1,873,127	\$1,873,127	\$1,873,127	\$1,873,127	\$1,873,127	\$0

ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$31,448,953	223	ACT 11 FISCAL YEAR 2000-2001
			BA-7 TRANSACTIONS:
\$0	\$0	1	Transfer building and grounds position from the Division of Administration
\$0	(\$303,773)	(8)	Realignment of gubernatorial mandated personnel reduction
\$0	\$243,918	0	Adjustment to ensure adequate funding for salaries
\$0	\$31,389,098	216	EXISTING OPERATING BUDGET – December 15, 2000
\$0	\$20,766	0	Annualization of FY 2000-2001 Classified State Employees Merit Increase
\$0	\$107,306	0	Classified State Employees Merit Increases for FY 2001-2002
\$0	(\$56,443)	0	Risk Management Adjustment
\$0	\$48,000	0	Acquisitions & Major Repairs
\$0	(\$153,500)	0	Non-Recurring Acquisitions & Major Repairs
\$0	(\$13,978)	0	Legislative Auditor Fees
\$0	\$15,931	0	UPS Fees
\$0	(\$196,938)	0	Salary Base Adjustment
\$0	(\$166,713)	(4)	Attrition Adjustment
\$0	(\$4,049)	0	Civil Service Fees
\$0	\$77,354	0	State Treasury Fees
\$0	\$65,993	0	Training series adjustments
\$0	\$31,132,827	212	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$0	\$31,132,827	212	BASE EXECUTIVE BUDGET FISCAL YEAR 2001-2002
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None

\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
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\$0	\$31,132,827	212	GRAND TOTAL RECOMMENDED
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The total means of financing for this program is recommended at 99.2% of the existing operating budget. It represents 84.1% of the total request (\$37,019,083) for this program. The decreased funding is due to reduced funding for acquisitions, reduced risk management premiums, and reduced funding for salaries and related benefits. Four vacant unfunded positions were eliminated.

PROFESSIONAL SERVICES

\$49,500	Consultant fees for data processing
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\$49,500	TOTAL PROFESSIONAL SERVICES
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OTHER CHARGES

\$228,144	Legislative auditor expenses
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\$325,000	Sale of data base information
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\$553,144	SUB-TOTAL OTHER CHARGES
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Interagency Transfers:

\$295,915	Transferred to state treasury for central depository banking
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\$53,899	Transferred to state police for automotive maintenance
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\$2,478	Transferred to Division of Administration Office of Information services
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\$116,362	Uniform Payroll System charges
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\$30,287	Civil Service/CPTP charges
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\$498,941	SUB-TOTAL INTERAGENCY TRANSFERS
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\$1,052,085	TOTAL OTHER CHARGES
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ACQUISITIONS AND MAJOR REPAIRS

\$48,000 Mail inserter and 5 mailroom workstations

\$48,000 TOTAL ACQUISITIONS AND MAJOR REPAIRS